

APPENDIX F

TITLE: Model IFB/RFP Addendum

(CSB Letterhead)

(Date)

SOLICITATION NUMBER: IFB # _____

ADDENDUM NO. 1 TO ALL BIDDERS

COMMODITY (SERVICE): (Title of IFB or RFP)

FOR DELIVERY TO: (Location)

BIDS (PROPOSALS) DUE: (Due Date)

PRE-BID (PROPOSAL)

CONFERENCE: (Conference Date if applicable)

The solicitation referenced above is hereby modified as follows:

Page __, Section __ Change the second sentence to read:

Page __, Section __ Delete the phrase "hours per week" and substitute the phrase "hours per day" from the third sentence. Also, add the following sentence:

The Bids (Proposals) Due Date and hour will remain the same

Note: A signed acknowledgment of this addendum must be received by this office either prior to the bid (proposal) due date and hour or attached to your bid (proposal). Signature on this addendum does not substitute for your signature on the original bid document. The original bid (proposal) document must also be signed.

Very truly yours,

Jane Purchaser
Procurement Officer

Name of Firm

Signature/Title

Date

Revised 2002